**Western Sydney Region RTO**

**Assessment Package**

**Package Overview for Assessors**

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| **Package Number**  **Package Title** | Certificate II in Hospitality  SIT20207 | |
| **Training Package** | Hospitality SIT20207 | |
| **Unit(s) /Elements to be assessed by this package:** | **Receive and store stock SITXINV001A**   1. Take delivery of stock. (Performance criteria 1.1- 1.4) 2. Store stock. (Performance criteria 2.1-2.4) 3. Rotate and maintain stock. ( Performance criteria 3.1-3.6) | |
| **Evidence being provided for;** | **Receive and store stock SITXINV001A** | |
| **Package contents and information for assessors** | **Page 2** | The Assessment Notice includes the **activity description** andis provided to students. The assessor should include the date(s) of the assessment tasks |
| **Page 3 -8** | Unit Test **-** Students are given one period of 50 minutes during class time to complete test. 80% pass mark is required towards competency |
| **Page 9-14** | Unit Test - Teachers answers |
| **Page 15** | Assessment Feedback Form |
| **Equipment and/or resources required** | Copy of task for each student worksheets and unit test. | |
| **Other comments** | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:   * SITXOHS002A Follow workplace hygiene procedures * SITXOHS001A Follow health, safety and security procedures. | |

**Western Sydney Region**

**Vocational Education and Training**

**Assessment Notice**

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| **VET Framework: Hospitality** | |
| **Assessor / Teacher:** | |
| **Unit of competency:**  **Receive and store stock SITXINV001A** | |
| **Date Given : Due Date:** |
| Employability Skills are incorporated into this task. |

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| **Student Instructions**  **Task 1**  **Unit Tests - Receive and store stock SITXINV001A.**  For receive and store stock unit you will be provided with a unit test which must be completed during class time (approximately 50 mins) which has a variety of short answer questions, to enable you to demonstrate your understanding of the topic 80% pass mark is required towards competency  If you have trouble understanding the exercise please ask you teacher for assistance.  The option of a verbal activity is available if required. |

**Unit Test-** **Receive and store stock**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PART 1 - MULTIPLE CHOICE – please circle your response

1 mark each

1. **Which of the following documents are required to accompany incoming goods? (Choose one or more)**
2. Statement.
3. Stocktaking sheet.
4. Delivery docket.
5. Credit note..
6. **Which statement best explains the term FIFO?**
7. Place incoming stock behind existing stock.
8. Place incoming stock in front of existing stock.
9. Place incoming stock beside existing stock.
10. Place incoming stock on top of existing stock.
11. **A credit note is given by the supplier/delivery person when:**
12. Payment is required.
13. Goods were returned to the supplier or short delivered.
14. When you wish to cancel an existing order before it is delivered.
15. When damaged packages are delivered but the goods inside are in good condition.
16. **When accepting a delivery of more than one item, the store person should:**
17. Count &/or weigh all the items delivered.
18. Spot-check one item only.
19. Trust the supplier will have sent all the goods you have requested and are documented for.
20. Check the most expensive items only, and at least 50% of the total delivery.
21. **When would you as a store person re-order dry goods:**
22. When the chef tells you to do so.
23. When the chef runs out of dry goods in his/her kitchen day store.
24. When your store stocks fall below a predetermined stock holding level.
25. Just in time before you run out of dry good in your store.
26. **What is a PAR Stock Level?**
27. A previously determined level of stock holding for a particular stock item.
28. Keeping stocks to a level that may endanger running out.
29. Filling up the shelving to capacity.
30. Buying the same quantity of a certain item of stock that you purchased last month.
31. **What is a “Purchase Specification” for dry goods?**
32. Whatever the supplier can supply to you to satisfy you request for a particular stock item.
33. A predetermined size, quality, price and perhaps brand of a particular stock item.
34. The weight of a stock item delivered.
35. Depends on the season of the year.
36. **The Purchase Order showing a reference number is required for:**
37. Only expensive goods ordered.
38. Only goods required to be delivered later than seven (7) days from the time of the order.
39. All goods.
40. All goods returned as damaged or incorrect orders.
41. **Is the stores person responsible for checking the quality of fresh foods delivered to the hotel?**
42. Yes?
43. No?
44. Maybe!
45. It’s the chef’s responsibility!
46. **When moving heavy goods in a square box into your dry stores, you should:**
47. Try lifting them first.
48. Roll the box along the floor.
49. Use a trolley.
50. Unpack the box and move items individually.
51. **What is the correct storage temperature for deep-frozen goods?**
52. 5 degrees C.
53. Zero degrees C.
54. Minus 5 (–5) degrees C.
55. Minus 18 (-18) degrees C.

1. **Correct physical balances of stocks are established by:**
2. Accepting the computer generated balance as being correct.
3. Accepting a bin card recorded balance as being correct.
4. Sighting the stock items.
5. Sighting the stock items, checking them for validity, and then counting them.
6. **The storage of semi-perishable and perishable foods are best in the following area:**
7. The dry goods store.
8. The refrigerator.
9. The kitchen.
10. The loading dock in a cool shady area.
11. **A sealed carton or box containing scotch whiskey shows signs of damage. What should you do?**
12. Shake the box to see if it rattles!
13. Open the box and check the contents.
14. When packages have travelled all the way from Scotland they often are damaged, so do nothing!
15. Trust the *well-known* and *honest* delivery person who tells you, *“It’s OK mate!”*
16. **How often should a stock-take of your food and beverage stores be done?**
17. On a regular basis.
18. Only when things go missing.
19. When the chef says so only.
20. Once a year.
21. ***“After hours”* stores security is important. How would you maintain this?**
22. Leave the store keys when you go home with the chef.
23. Leave the store keys when you go home with the Duty Manager.
24. Leave the store keys when you go home in a sealed and signed envelope in the hotel safe.
25. Take the key home with you.
26. **Cleaning materials and other dangerous goods should be stored in:**
27. The back of the food store so they are out of harms way!
28. In a locked well ventilated room or cupboard by them selves.
29. In the boiler room where nobody goes.
30. In old or disused food containers in a cupboard, under lock and key.
31. **The recommended storage temperature for fresh vegetables is:**
32. 12 – 15 degrees C
33. 4 – 6 degrees C
34. 1 – 3 degrees C
35. Minus 18 (-18) degrees C
36. **The dry store should be at a temperature of:**
37. 12 – 15 degrees C
38. 4 – 6 degrees C
39. 1 – 3 degrees C
40. Minus 18 (-18) degrees C
41. **Food segregation means:**
42. Keeping raw and cooked foods in separate areas
43. Keeping strong smelling foods separate from other foods
44. Keeping dry goods in separate storage bins
45. Keeping different types of vegetables separated in the coolroom

**PART 2 – SHORT ANSWER**

1. Why is stock rarely delivered to the reception area of premises? 2 marks

………………………………………………………………………………………………………………………….

1. Give three reasons why stock should never be left unattended once it has been delivered. 3 marks
   1. ………………………………………………………………………………………………
   2. ……………………………………………………………………………………………….
   3. ……………………………………………………………………………………………….
2. Explain why an item may be noted as “outstanding’ on the paperwork that accompanies a delivery. 2 marks

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1. When you sign a delivery docket/invoice to accept delivery, what exactly does that signature indicate? 2 marks

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25. When checking invoices, you may be required to check a range of things. List three types of checks that you may be required to make on invoices. 3 marks

* 1. …………………………………………………………………………………………………………
  2. …………………………………………………………………………………………………………
  3. …………………………………………………………………………………………………………

1. List three common ways to maintain a safe stock area. 3 marks
   1. …………………………………………………………………………………………………………
   2. …………………………………………………………………………………………………………
   3. …………………………………………………………………………………………………………
2. State two rules that apply to the use of keys in the workplace to safeguard stock losses. 2 marks
   1. …………………………………………………………………………………………………………
   2. …………………………………………………………………………………………………………
3. Outline 2 occupational health and safety procedures that should be adopted when moving stock to prevent muscle strain.
   1. …………………………………………………………………………………………………………
   2. …………………………………………………………………………………………………………
4. All dry goods must be labelled with what important safety information? 1mark

…………………………………………………………………………………………………………………

1. You have been placed on a special project by the chef and have been requested to prepare food for a VIP function of 80 people. As you prepare the food, you label each item. List three extra pieces of information you should put on the label, other than the date. 3marks
   1. …………………………………………………………………………………………………………
   2. …………………………………………………………………………………………………………
   3. …………………………………………………………………………………………………………

31. .Fill out the blank purchase specification form for whole chicken size 14 individually wrapped which are used for roast chicken dinners. 5 marks

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| **PURCHASE SPECIFICATION FORM** |
| **Product name:** |
| **Product use:**  . |
| **Product general description:** |
| **\*Detailed description:** |
| **\*\*Product test procedures:** |
| **\*\*\*Special instructions and requirements:** |

**TOTAL MARK /48**

**PART 1 - MULTIPLE CHOICE – please circle your response**

**1 mark each**

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63. The refrigerator.
64. The kitchen.
65. The loading dock in a cool shady area.
66. **A sealed carton or box containing scotch whiskey shows signs of damage. What should you do?**
67. Shake the box to see if it rattles!
68. Open the box and check the contents.
69. When packages have travelled all the way from Scotland they often are damaged, so do nothing!
70. Trust the *well-known* and *honest* delivery person who tells you, *“It’s OK mate!”*
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72. On a regular basis.
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74. When the chef says so only.
75. Once a year.
76. ***“After hours”* stores security is important. How would you maintain this?**
77. Leave the store keys when you go home with the chef.
78. Leave the store keys when you go home with the Duty Manager.
79. Leave the store keys when you go home in a sealed and signed envelope in the hotel safe.
80. Take the key home with you.
81. **Cleaning materials and other dangerous goods should be stored in:**
82. The back of the food store so they are out of harms way!
83. In a locked well ventilated room or cupboard by them selves.
84. In the boiler room where nobody goes.
85. In old or disused food containers in a cupboard, under lock and key.
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92. 12 – 15 degrees C
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96. **Food segregation means:**
97. Keeping raw and cooked foods in separate areas
98. Keeping strong smelling foods separate from other foods
99. Keeping dry goods in separate storage bins
100. Keeping different types of vegetables separated in the cool room

**PART 2 – SHORT ANSWER**

1. Why stock is rarely delivered to the reception area of premises? 2 marks

Need trained personnel during delivery so correct procedures for receiving stock be carried out correctly and efficiently. Transfer of recipient stock to storage areas needs to occur quickly and efficiently HACCP

1. Give three reasons why stock should never be left unattended once it has been delivered. 3 marks
   1. Perishable food needs to be put in the cool rooms or freezer to keep it at optimum condition
   2. Keep out of the Danger zone
   3. Stock can be broken/stolen or go off
2. Explain why an item may be noted as “outstanding’ on the paperwork that accompanies a delivery.

2 marks

The supplier did not have the stock available due to lack of availability and when he gets more in he will deliver it. ‘Yet to come “

1. When you sign a delivery docket/invoice to accept delivery, what exactly does that signature indicate?

1marks

That the person that signed it check all the items and their delivered condition and has accepted them .

1. When checking invoices, you may be required to check a range of things. List three types of checks that you may be required to make on invoices. 3 marks
   1. List of items ordered
   2. Order number for the original form
   3. Date and delivery
   4. Unit price
   5. Total charge
2. List three common ways to maintain a safe stock area. 3 marks
   1. Checking maintain and cleaning storage areas.
   2. Check stock regularly
   3. Freezers should be defrosted regularly
   4. Check temperatures regularly
   5. Routine maintenance on all equipment
   6. Store supplies appropriately
3. State two rules that apply to the use of keys in the workplace to safeguard stock losses. 2 marks
   1. \_Sign in and sign out
   2. \_At the end of the shift hand over to the duty manager
   3. Keep on you the whole time so no one can take them
4. Outline 2 occupational health and safety procedures that should be adopted when moving stock to prevent muscle strain.
5. The stock should be checked for any protruding edges as the item may be light but may be awkward to pick up
6. The pathway should be free of obstructions before attempting to move any item
7. A trolley should be used for heavy items or ask a colleague for assistance
8. If the item is to be picked up, feet should be shoulder width apart, knees bent to pick up the object and one’s back should be kept straight during the entire process
9. All dry goods must be labeled with what important safety information? 1mark

‘use by’ or ‘best before’ dates

1. You have been placed on a special project by the chef and have been requested to prepare food for a VIP function of 80 people. As you prepare the food, you label each item. List three extra pieces of information you should put on the label, other than the date. 3marks
2. VIP function name and location
3. Number of portions
4. What each item is
5. Date of preparation

30. .Fill out the blank purchase specification form for whole chicken size 14 individually wrapped which are used for roast chicken dinners. 5 marks

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| **PURCHASE SPECIFICATION FORM** |
| **Product name:** Chicken |
| **Product use: Roast dinners**  . |
| **Product general description: Size 14** |
| **\*Detailed description: whole chicken individually wrapped size 14 for roasting** |
| **\*\*Product test procedures: Must arrive refrigerated or frozen** |
| **\*\*\*Special instructions and requirements:** Individually wrapped , do not leave unattended |

**Western Sydney Region RTO**

**Vocational Education and Training**

**Assessment Feedback**

|  |  |
| --- | --- |
| **VET Framework:** Hospitality | |
| **Assessor / Teacher:** | |
| **Student:** | |
| **Unit of competency: Receive and store stock SITXINV001A** | |
| **Evidence provided for: Unit Test** | |
| **Due Date: Date Received:** |

**Overall Result: Competent/Not Yet Competent**

|  |  |  |
| --- | --- | --- |
| **Unit Code** | **Elements of Competency** | **Competent/Not Yet Competent** |
| Receive and store stock SITXINV001A | 1.Take delivery of stock. (Performance criteria 1.1- 1.4) |  |
| 2. Store stock. (Performance criteria 2.1-2.4) |  |
| 3. Rotate and maintain stock. ( Performance criteria 3.1-3.6) |  |

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| **Assessor / Teacher Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: . |
| **Student Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: |